



Administrative Policies and Procedures: 13.8

Subject: Quarterly Evaluations Of Youth Adjudicated Delinquent and on Probation, Community Aftercare or Interstate Compact (ICJ) Supervision

Supersedes: DCS 13.8, 01/01/04

Local Policy: No

Local Procedures: No

Training Required: No

Applicable Practice Model Standard(s): Yes

Approved by:

Effective date: 06/01/01

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Application

To All Department of Children's Services Juvenile Justice Case Managers with Probation and Aftercare Responsibilities

Authority: TCA 37-5-106

Policy

All case managers shall complete a quarterly evaluation for each delinquent youth on probation, interstate compact (ICJ) or aftercare supervision. A recommendation for, or against discharge from supervision shall be made in these quarterly reports.

Procedures

A. Quarterly evaluation of a youth

1. Quarterly evaluations shall begin three (3) months following the youth's probation referral, custody release date or the date an Interstate Compact On Juveniles (ICJ) case is accepted for supervision.
2. The quarterly progress evaluations shall be cumulative in nature, documenting the youth's progress in all Individual Program Plan areas. The quarterly evaluation shall be documented on form CS-0581, *Community Services – Youth on Community Supervision* for probation and aftercare cases. ICJ quarterly reviews shall be documented on *Interstate Compact on Juveniles Quarterly*

Progress Review form.

3. All quarterly reviews shall be discussed with the youth and his/her parent/guardian. The youth, parent/guardian, case manager and the case manager's supervisor shall sign all quarterly reviews.
4. Quarterly reviews shall be maintained as a part of the youth's case file.

B. Recommendations in quarterly evaluations

1. Each quarterly review for a youth shall contain a recommendation for, or against continued supervision. Any probation, community aftercare or ICJ supervised youth having successfully addressed all supervision needs/concerns shall be recommended for discharge.
2. Quarterly evaluations may indicate the need for changes in previously developed Individual Program Plans (IPP's). The case manager's supervisor shall approve any change in a youth's IPP prior to implementation. The youth and his/her parent/guardian shall have the opportunity to provide input regarding proposed changes. A revision must not be implemented prior to discussions with the youth and his/her parent/guardian.
3. Documentation of revisions shall be made in the form of an addendum to the original IPP. It shall be signed and dated in the same format as the IPP.

C. TN Kids documentation

Information pertaining to quarterly evaluations shall be entered into the TN Kids case recordings.

Forms

CS-0581 Community Services – Youth on Community Supervision

Interstate Compact on Juveniles Quarterly Progress Review (This is the official form from the [Association of Juvenile Compact Administrators](#) and not a DCS form. It is available on the DCS Intranet.)

Collateral Documents

None

Standards

DCS Practice Model Standard – 8-305

Glossary

<i>Term</i>	<i>Definition</i>
<i>Aftercare:</i>	The period of supervision of a delinquent youth beginning at release from the custody of the Department of Children's Services and continuing until the youth is removed from legal supervision.
<i>Individual Program Plan (IPP)</i>	The Individual Program Plan (IPP) is the method used by DCS to document the needs of its youth and the provision of meeting those needs with treatment modalities. The IPP process is the basis for determining progress toward desired goals and eventual discharge.
<i>Interstate Compact on Juveniles (ICJ):</i>	An agreement between all fifty states, the District of Columbia, Guam and the Virgin Islands authorizing out-of-state supervision of delinquent juveniles who are eligible for aftercare (parole) or probation; provides for the return to their home state of absconders, escapees and non-delinquent runaways; and includes the cooperative institutionalization of delinquent juveniles.
<i>Probation:</i>	A trial period during which a juvenile offender is released from a DCS facility and referred for probation/aftercare supervision where an Individual Program Plan (IPP) is developed to document the needs or areas of concern regarding an individual youth on probation, aftercare or Interstate Compact on Juveniles (ICJ) supervision.